



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

PROJECT AND POLICY SPECIALIST II (HOUSING) COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

POSTING DATE: June 9, 2015

RATE OF PAY: \$47,869.12/Annually

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: July 27, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 17

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for facilitating development projects and policies that create economic vitality. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership.

ESSENTIAL FUNCTIONS:

- Assist with CEDO's implementation of development projects, particularly housing development, in accordance with the Housing Action Plan
- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for development across municipalities nationwide, particularly housing
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the goals of the City.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree required, with two years of experience in one or more specialized areas such as: waterfront development, brownfields redevelopment, housing development, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- At least three years of direct project development experience (real estate or infrastructure) is desirable. Experience with housing policy and housing development preferred.
- Basic project management skills such as the ability to read blueprints, read engineering specification, working knowledge of the zoning ordinance, building permit process, and City government processes in general.
- Ability to do research on best practices and policies for municipalities, particularly for development and economic vitality
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in large project management (budgets over 100k) from start to finish.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.
- Ability to manage budgets.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.